

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Conformity of Office Indicators Throughout the DDA

DD/A Registry

FROM:

Executive Officer, OMS  
Room 1D4061 Headquarters

EXTENSION

NO.

DATE

5 November 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA 7D 24 Hq

6 NOV 1981

BA for

Reference DDA 81-2228.

2.

OMS - Attn:

3. Charlotte

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

3- Per our telecon of Thursday, I am returning your "work of art." [redacted] the chief operator should receive this. [redacted]

DD/A REGISTRY  
FILE: OCM

DDA 81-2228

27 October 1981

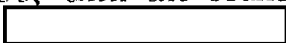

MEMORANDUM FOR: Executive Officers, DDA Offices

ATTENTION: Telephone Directory Coordinators (See distribution)

FROM:   
Executive Officer to the DDA

STAT

SUBJECT: Conformity of Office Indicators Throughout the  
Directorate of Administration

1. With the imminent reissuance of the Agency Telephone Directory, it is an appropriate time to make all Directorate of Administration Office indicators consistent. Under the title of the section for your Office in the Organizational Directory section under DDA, i.e., Office of Finance, please write your Office indicator in all caps, with no slashes, in two or three letters, as appropriate, i.e., Office of Finance would use (OF). For the indicator after the title of the Director of the Office, use a capital "D", a slash "/", and the same indicator listed under the name of the Office as noted above, i.e., Director of Finance would be D/OF. For indicators on down the line, the unit should be listed first, then the branch, then the division, with the office listed last, i.e.,  of the Data Base Management Branch of the Accounts Division of the Office of Finance would be listed as  DBMB/AD/OF or Technical Security Branch of the Communications Security Division of the Office of Communications would be listed as TSB/CSD/OC.


STAT




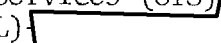

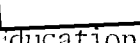
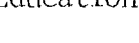

STAT

2. Your cooperation is appreciated. If you have any questions on the above or need additional information, please contact us.

STAT

## Distribution:

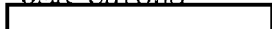


Office of Communications (OC) -   
Office of Data Processing (ODP) -   
Office of Finance (OF) -   
Office of Information Services (OIS) -   
Office of Logistics (OL) -   
Office of Medical Services (OMS) -   
Office of Security (OS) -   
Office of Training and Education (OTE) - 

STAT

O/DDA:kmg (27 Oct 81)

## Distribution:

Orig - OC  
Xcy - 1a additional adse  
1 - DDA Subj  
1 - DDA Chrono  
1 - JMR Chrono  
1 - 

STAT